



DEPARTMENT OF THE NAVY
COMMANDER NAVY REGION SOUTHWEST
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SAN DIEGO, CA 92132-0058

IN REPLY REFER TO:
COMNAVREGSWINST 1700.13B
N93MP

23 JUN 2005

COMNAVREGSW INSTRUCTION 1700.13B

Subj: OPERATION OF CHILD AND YOUTH PROGRAMS (CYP) CENTRAL
ENROLLMENT AND WAITING LIST

Ref: (a) OPNAVINST 1700.9D, "Navy Child Development Programs"
(b) PERS-659 policy ltr of 26 Sep 02
(c) DoD Instruction 6060.3, School-Age Care (SAC) Program
(d) DoD Instruction 6060.4, Department of Defense
(DoD) Youth Programs (YPs)

Encl: (1) Department of Defense Child Development Program
Request for Care Period (DD2606 Jul 1998)
(2) Space Availability Notification Form
(3) Sample Three Tier Waiting List Concept

1. Purpose. To establish procedures for Central Enrollment and Waiting List (CEWL). The CEWL is a function of the Child and Youth Programs (CYP) and is subject to all requirements of references (a) and (b). This guidance supersedes references (a) through (d) when there is conflicting information.

2. Cancellation. COMNAVREGSWINST 1700.13A.

3. Scope. This instruction applies to Naval Base (NAB), San Diego; Naval Base (NAB), Point Loma; Naval Medical Center (NAVMEDCEN), San Diego; Marine Corps Recruit Depot (MCRD), Marine Corps Air Station (MCAS); Miramar, Naval Air Station (NAS), Fallon; Naval Air Station (NAS), Lemoore; Naval Air Facility (NAF), El Centro; Naval Base Ventura County (NVBC); Naval Weapons Station (NAVWPNSTA), Seal Beach; Naval Postgraduate School (NPS), Monterey and Naval Air Weapons Station (NAWS) China Lake.

4. Background. References (a) and (b) outline the basic policies and provide guidance for the operation of the Child Development and Youth programs, respectively, on Naval installations and in government housing to ensure a healthy, safe environment and to promote quality care. The regional consolidated waiting list is designed to direct families requiring child-care services to the existing providers and to increase the efficiency of the Child Development Centers (CDC), Child Development Homes (CDH) and School Age Care (SAC) programs by locating spaces and placing children.

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5. Authority/Responsibility. Commander, Navy Region Southwest (CNRSW) is responsible for the overall administration of Navy and Marine Corps CDC/CDH and Navy SAC programs in the area of San Diego, Ventura County, NAS Fallon, NAS Lemoore, NAF El Centro, NAVWPNSTA Seal Beach, NPS Monterey and NAWS China Lake. Responsibility for the operation of the Consolidated Waiting List rests with the Regional Child Care Resource and Referral (CCRR) Office.

6. Eligibility. All active duty military personnel, Department of Defense (DoD) civilian employees, reservists on active duty or reservists in training, and DoD contractors working full-time on the installation are eligible for CEWL services. Military families relocating to CNRSW are also eligible for CEWL services prior to their arrival. All eligible patrons requiring child-care are required to complete enclosure (1).

7. Definitions

a. Child and Youth Program: Child and Youth Program (CYP) includes CDC, SAC and CDH.

b. Central Enrollment Registry: A registry of all children enrolled in the installation CYP. The CYP waiting list is part of the central enrollment registry.

c. Demand for Care: The number of children whose parents requested childcare in the CYP.

d. Excess Demand: The number of children whose parents (military and civilian) request military child care and for whom no Navy sponsored or operated space is available. Children may be receiving care in one program type (i.e., hourly, part-day) and still be considered an excess demand for another program type (full-day).

e. Excess Demand Waiting List: The list which reflects excess demand for childcare. This list includes the names of all children who are waiting for care and who are not currently enrolled in a viable care option in any Navy CYP (CDC, SAC, CDH). These numbers are reported to Commander, Navy Installations (CNI), N23 and DoD. Children move from the Excess Demand Waiting List to the Preferred Care Waiting List when parents, either accept care in a location or type of care, which is not their preferred care option, or decline a viable care option and choose to wait for their preferred option.

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f. Preferred Care Option: The system (CDC, SAC or CDH), location (specific sub-community, CDC, specific CDH provider, SAC) and type of care (full-day, part-day, special needs) parents prefer for their children. For example, a viable option such as a CDC space for a full-day infant may be available, but the parent may prefer a CDH provider.

g. Preferred Care Waiting List: This is a sub-waiting list which reflects the parents' preference for a specific type of care (CDC, SAC, CDH) or location (specific sub-community or CDC, SAC, or CDH).

(1) Children on this sub-waiting list are receiving viable care in the Navy CYP, but it is not the parents' preferred care option (e.g., child is receiving care in one CDC, but parents want another CDC or child is in CDH, but parents prefer SAC, etc.);

(2) Parents have declined a viable care option (e.g., CDH) that has been offered and have chosen to continue with their current care arrangements while waiting for the preferred care option (e.g., CDC). Children on this list are not reported as excess demand.

h. Priority for Care: Per references (a) and (b), the priority for care in the CYP is as follows:

(1) Active duty single parents with custody and active duty dual military parents.

(2) All other active duty military parents with a full-time working spouse or spouse who is a full-time student and CYP staff.

(3) Reservists on active duty or reservists in training.

(4) DoD civilian personnel and DoD contractors working full-time.

i. Projected Demand List: This is a sub-waiting list which includes unborn children and children of parents transferring to the base.

(1) Unborn children are on the Projected Demand List by sponsor priority and date of application until birth. They are not considered excess demand until birth.

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(2) Parents who are transferring to the region may request care prior to arrival. These children are placed on the Projected Demand List by sponsor priority for care and date of request for care. Children on this list are not considered excess demand until they arrive at the region.

j. Resource and Referral (R&R): CYP service which provides information to patrons about child-care services on and off-base in order to best meet a patron's needs. Referrals are made to viable childcare options, which include CDC, SAC and CDH. When a viable option is not available, referrals are made to any licensed CDH provider and/or accredited child-care option off base.

k. Unmet Need: The number of children whose parents cannot work because no viable care option is available. Unmet need is captured on the Excess Demand Waiting List and reported to CNI, N23 and DoD.

l. Viable Care Option: Care in the Navy CYP which meets the requesting patron's schedule. A viable care option reflects the program type (full-day, hourly, part-day) and age group (infant, toddler, preschool). Viable care may be on or off-base and at any location within 15 miles of either the home or workplace, but part of the Navy CYP (CDC, SAC, CDH).

8. CYP Central Enrollment Registry. The purpose of the Central Enrollment Registry is to:

a. Ensure all CYP vacancies are tracked centrally, monitored closely, and filled quickly in order to maximize utilization of child spaces.

b. Provide convenient and efficient customer service to patrons at a central location. Information about the Navy CYP, registration procedures, waiting list status, and resource and referral assistance are provided.

c. Maintain demographic data for all Navy child and youth programs.

d. Maintain a standardized waiting list system which provides fast, efficient, and fair service to patrons.

e. Ensure accurate information regarding excess demand and unmet need is reported to CNI, N23 and DoD.

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9. Administration

a. The CEWL shall be under the administrative control of the CNRSW Child Development and Youth Programs.

b. The CDC, CDH and SAC directors shall work together to ensure successful implementation of the central enrollment process. The CDC Operations Clerk will fill vacancies with age/developmentally appropriate moves within the CDC before the central enrollment registry is notified of a vacancy.

c. Waiting List Procedures. To ensure vacancies in CYP full-day and part-day programs are filled in a consistent and equitable manner:

(1) The CDC or CDH Operations Clerk or SAC Coordinator shall notify the R&R of vacancies by completing and submitting enclosure (2).

(2) R&R shall fill the vacancy with the next eligible patron from the Excess Demand Waiting List or the Preferred Care Waiting List.

(3) R&R shall document the true excess demand for childcare.

(4) R&R shall accommodate the patrons' preferred care option.

(5) R&R shall monitor the unmet need in the CYP.

d. Projected Demand Waiting List. This sub-waiting list includes unborn children and transfers.

(1) Unborn children are maintained on this list by sponsor priority and date of application until birth. They are not considered excess demand until birth.

(2) At birth, they are placed on the Excess Demand Waiting List based on sponsor priority and the date care was originally requested. If space becomes available between birth and the time the space is needed (up to six weeks), the parent may accept the space and pay for it until the child is actually enrolled, or the parent may decline the space, but remain at the top of the Excess Demand Waiting List until a space is available after the child reaches six weeks old.

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(3) Children transferring to the region whose parents have requested care prior to arrival are placed on this sub-waiting list and maintained by sponsor priority and date of request for care. Once the child arrives at the command, the original date of application and sponsor's priority will be used to determine placement on the Excess Demand Waiting List or the Preferred Care Waiting List.

e. Excess Demand Waiting List. The Excess Demand Waiting List maintains the names of patrons not enrolled in a Navy CYP. Patrons who are offered a viable care option in CDC, CDH, or SAC and decline the offer are not counted in excess demand. Also, patrons who are enrolled in one Navy program type and waiting for another (e.g., enrolled in CDH and waiting for SAC space, etc.) are not included in excess demand.

(1) Patrons will be offered the first viable care option which becomes available. If it is not the patron's preferred care option, there are two choices:

(a) The patron may take the space offered until preferred option is available, or

(b) the patron may decline the space offered until the preferred option is available.

(2) Either way, the patron is removed from the Excess Demand Waiting List and placed on the Preferred Care Waiting List.

f. Preferred Care Waiting List. Separate waiting lists by program, facility, or location are not authorized.

(1) If a patron accepts the viable care option space offered, but is waiting for their preferred care option, they are placed on the Preferred Care Waiting List as of the date they accept the viable option space offered. They will not be considered as excess demand.

(2) If a patron declines a viable care option space because they prefer a different program type or location (e.g., CDH instead of CDC, a specific SAC or a specific housing area or provider instead of what is offered, etc.), they are moved to the Preferred Care Waiting List effective the day they decline the space. They will no longer be considered as excess demand.

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(3) The Preferred Care Waiting List is established:

(a) To assist patrons wishing to move from one program type to another (e.g., CDC to CDH, CDH to SAC, etc.) and is organized to reflect patrons' choices of program types and locations, and age of the children.

(b) To accommodate patrons who were on the Excess Demand Waiting List and declined care which was available in order to wait for their preferred care option.

(c) To assist patrons to get the care they need in a specific CDC, SAC, or CDH home or housing area.

(4) Children on the Preferred Care Waiting List are placed based on the date patrons are offered spaces in their preferred care option as vacancies become available.

(5) If patrons on the Preferred Care Waiting List accept a space offered, the CYP space they vacate is offered to the first eligible patron on the Excess Demand Waiting List for whom this would be a viable care option.

(6) Patrons on the Preferred Care Waiting List who decline care meeting their preference will be removed from the Preferred Care Waiting List unless an exception is made by the Program Administrator. Once a space is offered, the child must be enrolled in the CYP within two weeks of notification.

10. Filling Vacancies

a. All patrons requiring care must complete the DoD Request for Care Record at enclosure (1).

b. The CDC or CDH Director will work with the Resource and Referral Director to fill a vacancy in the CYP through any necessary internal moves (e.g., an infant is moved to a toddler space, etc.).

c. The CDC or CDH Operations Clerk will fax the child's two week notice to the R&R Clerk who will complete enclosure (2), which identifies the type of space available and can be filled from the waiting list.

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d. A newly available space in the CYP is offered to patrons on the Preferred Care Waiting List (Note: If there are no children on the Preferred Waiting List, the following procedures are also used for the first child on the Excess Demand Waiting List):

(1) Attempts to contact the parents of the first child on the Preferred Care Waiting List by telephone are made each day for no more than two consecutive business days. All attempts are recorded on enclosure (1) with date, time, and initials of caller. Comments and parent responses are also noted. If unable to contact the parents by the end of the third business day, the next name on the list is contacted. This procedure continues until the space is filled.

(2) If unable to reach the parent, written notice of failure to contact is sent within two business days. Unless the parents contact R&R by the date designated on the written notice (two weeks from date of notice), the child's name will be removed from the waiting list.

(3) When parents are contacted, they are informed there is an opening for their child, they have until 1700 hours of the next business day to accept or decline enrollment. If parents do not call by the deadline, it is assumed they have declined enrollment and their name will be removed from the Preferred Care Waiting List.

(4) When parents accept enrollment, R&R informs them of following enrollment procedures:

(a) Pick-up the registration packet at the Center/CDH Provider's home and pay the registration fee (non-refundable) within two business days in order to guarantee the space.

(b) Make an appointment for an orientation meeting. Registration fee is applied to the first week of care. The space may be held for up to two weeks without charge if the child is currently enrolled in a licensed child care facility that requires a two-week notice (or a case by case basis).

(5) When parents decline enrollment, their child's name is removed from the Preferred Care Waiting List. They may reapply by completing a new DoD Request for Care Record. The date the form is received will be the child's new registration date for chronological placement on the waiting list.

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(6) Once the space has been filled, the R&R staff member completes the bottom portion of the Space Availability Notification Form and returns it to the appropriate program director.

(7) Appropriate comments are made on the DoD Request for Care Record and the form is filed accordingly.

(8) The CDC, SAC or CDH provider meets with the parents to finalize all registration materials prior to the child entering care.

e. The first patron on the Excess Demand Waiting List then fills the space vacated by that patron on the Preferred Care Waiting List (e.g., patron on Preferred Care Waiting List is receiving care in CDH and is offered their preferred care option in a CDC and accepts the space. Patron on the Excess Demand Waiting List is offered the vacated space in CDH).

f. When a CDH provider leaves the program, or if a CDC or SAC is closed, children in care will be placed at the top of the Excess Care Waiting List to ensure they are placed before anyone else on the list.

g. CYP personnel and providers are not authorized to accept children into the program unless they have come from the Central Enrollment Registry and the Excess Demand and/or Preferred Care Waiting List.

h. Special consideration should be given to placing siblings in the same location when possible.

11. Validating Waiting List

a. Parents are required to update their child's Request for Care Record every 90 days.

(1) Parents may update the form in person, by phone, fax or e-mail. Parents must verify there are no changes to the original form or they must complete a new Request for Care Record with the appropriate changes. The record is then placed in the "updated" folder.

(2) When the forms are updated, all changes are made in the computer and the "update" date is changed to reflect the signature date.

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(3) Records which have not been updated by the deadline (the end of the month) are inactivated and placed in the "deleted files" folder.

b. After a record has been inactivated, parents must re-register their child and will be assigned a new registration date. Records will be reactivated with their previous registration date under certain circumstances after approval by the program administrator.

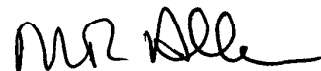
12. Transition. Children currently enrolled in CDC programs are given first priority and placement into SAC programs when a child is eligible for school-age care. Parents must complete the waiting list application beginning in January through March 31 for the upcoming school year.

13. Ending care

a. Patrons must provide written notification to the CDC, CDH provider, or SAC no later than two weeks before the final day of care. This procedure is critical to ensure internal changes can be made without leaving a space vacant between children.

b. CYP requires payment for two weeks if patrons do not give the CYP a two-week advance notice of their departure date.

14. Evaluation. The Central Enrollment Registry, the Excess Demand Waiting List and Sub-Waiting (Projected and Preference) Lists will be reviewed during the command Multi-Disciplinary Team Inspection, by CNI, N23 staff during annual inspections, and through annual patron satisfaction surveys conducted by the R&R office.



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Distribution:

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<http://www.cnrsw.navy.mil/Admin/index.htm>

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DEPARTMENT OF DEFENSE CHILD DEVELOPMENT PROGRAM REQUEST FOR CARE PERIOD				
PRIVACY ACT STATEMENT				
AUTHORITY: PL 101-89 Sec. 1507; EO 9397.		ROUTINE USE(S): None.		
PRINCIPAL, PURPOSE(S): To collect applicant information for Child Development Programs and place applicants on waiting lists for program services. Information compiled from applications is also used to assist management determination of effectiveness of present and projection of future program requirements.		DISCLOSURE: Voluntary; however, failure to furnish requested information will result in an incomplete request for care record and possible loss of placement on Child Development Program waiting lists.		
1. DATE OF REQUEST (YYYYMMDD)		2. EXPIRATION DATE (YYYYMMDD)		
3. FAMILY INFORMATION				
a. SPONSOR'S NAME (Last, First, Middle Initial)		b. SPOUSE(S) NAME (Last, First, Middle Initial)		
c. CHILD NAME (Last, First, Middle Initial)		d. CHILD'S DATE OF BIRTH (YYYYMMDD)		E. CHILD'S AGE
f. HOME ADDRESS (Street, City, State, Zip Code)		g. SPONSOR'S BRANCH OF SERVICE		
h. DUTY ORGANIZATION		i. HOME TELEPHONE NUMBER (Including Area Code)		
j. DUTY TELEPHONE NUMBER (Including Area Code)		k. SIBLING CARE (Complete a separate form and list name and date of birth for each child requiring care)		
(1) NAME (Last, First, Middle Initial)		(2) DATE OF BIRTH (YYYYMMDD)		(1) NAME (Last, First, Middle Initial)
(2) DATE OF BIRTH (YYYYMMDD)		(2) DATE OF BIRTH (YYYYMMDD)		
4. PROGRAM (S) DESIRED (X one)				
a. FULL-DAY CARE		e. FAMILY DAY CARE (FDC)		5. AGE GROUP (X one)
b. PART-DAY CARE		f. PART-DAY ENRICHMENT		a. INFANTS (0 - 12 months)
c. SCHOOL-AGE		g. DAY CAMP		b. TODDLERS 13 - 35 months
d. SPECIAL NEEDS		h. NATIONAL GUARD		c. PRESCHOOL (3 - 5 years)
i. MILITARY/UNEMPLOYED SPOUSE		d. SCHOOL AGE (5 + years)		
6. SPONSOR STATUS (X one)				
a. SINGLE MILITARY		e. SINGLE DoD CIVILIAN		j. MILITARY/OTHER THAN DoD SPOUSE
b. DUAL MILITARY		f. RETIRED MILITARY		k. OTHER (Specify)
c. MILITARY/DoD SPOUSE		g. MILITARY RESERVE		
d. DUAL DoD CIVILIANS		h. NATIONAL GUARD		
7. PRESENT CHILD CARE ARRANGEMENTS (X as applicable)				
a. FDC ON-INSTALLATION		d. CIVILIAN CDC		g. IN-HOME CARE
b. FDC OFF-INSTALLATION		e. MILITARY ALTERNATE CARE		h. NO PRESENT CARE
c. OTHER MILITARY CHILD DEVELOPMENT CENTER (CDC)		f. NON-MILITARY ALTERNATE CARE		i. OTHER (Specify)
8. GENERAL INFORMATION (X and complete as applicable)				
YES	NO	a. IF CHILD IS NOT PRESENTLY IN CARE, IS EMPLOYMENT OF SPOUSE AWAITED? (If Yes, estimate average annual income lost)		YES
NO	NO	c. IS CHILD ON OTHER MILITARY WAITING LIST? (If Yes, name Installation)		NO
9. UPDATE REQUIRED PER INSTRUCTIONS (For Office Use Only)				
a. DATE CALLED (YYYYMMDD)		(1)	(2)	(3)
b. DECLINED/ PLACED		(4)	(5)	
c. COMMENTS/ INITIALS		d. PLACEMENT TIME (In months)		

Enclosure (1)

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CHILD AND YOUTH PROGRAMS
SPACE AVAILABILITY NOTIFICATION

From: CYP Clerk
To: CCRR Clerk

Date of Request: _____

Type of Program

CDC _____ Location: _____

SAC _____ Location: _____

CDH _____ Name of Provider: _____

Age Group (Years/months) _____ Activity # _____

Must be toilet trained? Yes ☐ No ☐

Sippy cup? Yes ☐ No ☐

Walking? Yes ☐ No ☐

Name of Child Replaced: _____

Child's last day of care: _____

Completed by CCRR: _____

Date Request is Received: _____

Date Space is Filled: _____

Child's Name: _____

Date of Birth: _____

Start Date: _____

Non-Refundable fee applied toward first week of care due by ____/____/____

*** The non-refundable fee will hold the space until start date. If the Non-refundable fee is not paid by the date above, the space is forfeited. The child will have to reapply with a new registration date.

Enclosure (2)

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Three Tier Waiting List Concept

<u>Tier I</u> <u>Projected Demand</u>	<u>Tier II</u> <u>Excess Demand</u>	<u>Tier III</u> <u>Preference</u>
<ul style="list-style-type: none">Sorted by:1) Date2) Age Group3) Priority	<ul style="list-style-type: none">Sorted by:1) Priority2) Date3) Age Group	<ul style="list-style-type: none">Sorted by:1) Date2) Age Group

Placement by age group from Tier III then
from Tier II (2 spaces at the same time)